



California Public Employees
Retirement System

ACTUARIAL ASSISTANT, CALPERS
Departmental Open, SPOT Examination
Exam Code: 2PABH-02
Final Filing Date: Continuous Examination Filing

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an **OPEN** examination for CalPERS. Persons who meet the minimum qualifications as stated on this bulletin may apply. Once you have taken the examination, you may not reapply for twelve (12) months. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Please submit a State Application (Form 678) to the address indicated below. Applications may be filed in person or by mail:

Deliver in Person:

CalPERS
Human Resources Division
Exam Services Unit - (Attn: Loray Finley)
400 P Street, Room 3260, LPN
Sacramento, CA 95814

By Mail to:

CalPERS
Human Resources Division
Exam Services Unit - (Loray Finley)
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE REFER TO EXAM CODE 2PABH-02 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

**FINAL FILING DATE
CONTINUOUS FILE**

Applications will be accepted on a Continuous basis.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.

SALARY RANGE

Minimum **\$4,400** Maximum **\$5,348**

**POSITION
DESCRIPTION &
LOCATION**

This is the first journey level. Under general supervision, incumbents perform the full range of duties relative to pension actuarial programs, including more difficult and complex work related to pension plans of medium to large employee groups and more complex pension plan design; and do other related work.

Positions exist with the California Public Employees' Retirement System (CalPERS) in Sacramento, California.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement at the time the application is filed.

NOTE: All applications/resumes must include "to" and "from" dates (month/day/year), timebase, civil service class title(s) and range, if applicable. College course information must include: title, semester, or quarter credits, name of institution, completion dates, and degree (if applicable). If you feel you qualify under Pattern II, please provide a copy of your degree or transcript, and proof of your credits with the Associateship in the Society of Actuaries. Applications received without this information will be rejected. Resumes will not be accepted in lieu of completed State Applications (STD 678).

**EXAMINATION
INFORMATION**

This examination will consist of an Education and Experience examination weighted 100%. Upon review of your state application and approval that you meet the minimum qualifications, you will be mailed the Education and Experience examination and will be required to return it by a specific date. This examination is designed to elicit a range of specific information about each candidate's knowledge, skills and abilities, and potential to perform the duties of an Actuarial Assistant. **Candidates who do not return the completed Education and Experience examination will be eliminated from this examination.**

Candidates who return their Education and Experience examination by the specified date will be scored. Examination interviews will not be held. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination.

MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">EITHER I</p> <p>Experience: One year of experience in the California state service performing the duties of an Actuarial Assistant Trainee, CalPERS, Range C.</p> <p style="text-align: center;">Or II</p> <p>Experience: Three years of increasingly responsible experience reconciling and editing data to be used in actuarial valuation; applying actuarial methods and techniques to make or verify calculations; compiling and producing actuarial reports or statistical summaries; and utilizing actuarial software programs to determine liabilities or actuarial value of assets, in either: (1) a private pension program, or (2) an actuarial consulting firm working with employee pension programs, or (3) a comparable pension actuarial position in another governmental agency. (Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of an Actuarial Assistant Trainee, CalPERS, Range C.) Completion of at least forty percent (40%) of the examination credits required for the attainment of an Associateship in the Society of Actuaries may be substituted for the required experience. One year of graduate work in actuarial science, statistics, mathematics, computer science or a related field may be substituted for six months' experience.</p> <p style="text-align: center;">and</p> <p>Education: Equivalent to graduation from college with specialization in actuarial science, mathematics, statistics, or computer science, or a related field. An unrelated college degree and completion of at least 10 percent (10%) of the examination credits required for the attainment of an Associateship in the Society of Actuaries may be substituted for the related college degree. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</p>
DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS	<p>The words <i>“performing the duties of....”</i> means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T & D), or approved out-of-class assignment to the classification.</p> <p><i>“Equivalent to graduation from college...”</i> is defined as satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree (4 year college degree).</p>
EXAMINATION SCOPE	<p>EDUCATION AND EXPERIENCE EXAMINATION - WEIGHTED 100%</p> <p>Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Actuarial science. 2. General accounting. 3. Mathematical concepts and calculations. 4. A basic knowledge of pension law. 5. A general understanding of retirement benefit plans, including data handling and benefit calculations. 6. Working knowledge of computer applications, data entry and spreadsheet software. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Gather, organize, summarize and analyze numerical and financial data. 2. Perform basic mathematical calculations using standard formulas or data sets. 3. Utilize computer applications and software to produce reports and spreadsheets. 4. Read and understand pension plan documents. 5. Communicate data/information in oral and written form.
DISCLAIMER	<p>Please click on the link below to review the official California State Personnel Board class specification: http://www.dpa.ca.gov/textdocs/specs/s5/s5509.txt</p>
ELIGIBLE LIST INFORMATION	<p>Names of successful candidates will be merged onto the existing CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.</p>
VETERANS PREFERENCE	<p>Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance exam.</p>

CAREER CREDITS	Career credits will not be granted in this examination.	
QUESTIONS	If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – Loray Finley at (916) 795-4112.	
BRD: January 1, 2012	Class Code: 5552	Schematic Code: LP62

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 and Calif. Relay Service 711* three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 and Calif. Relay Service 711* three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the CalPERS personnel office and online at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

CalPERS reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

***California Relay Service for the Deaf or Hearing Impaired**